

BOULDER PUBLIC LIBRARY DISTRICT

-SPECIAL MEETING-

Tuesday, May 30, 2023

Boulder Public Library

1001 Arapahoe Avenue

Boulder, CO 80302

and

Via Zoom

5:00 p.m. to 8:00 p.m.

Join Zoom Meeting

<https://bit.ly/3oraOMQ>

Board of Trustees

Benita Duran

Jennifer Yee

Sylvia Wirba

Doug Hamilton

Cara O'Brien

Sam Fuqua

Joni Teter

Term Expiration

2028

2028

2027

2027

2026

2025

2024

AGENDA

1. Call to Order
2. Declaration of Quorum
3. Public Comment – limited to 3 minutes per person
 - a. Participants present at the meeting must enter their request on the sign-up sheet at the meeting
 - b. Virtual participants may comment by noting a desire to do so in the Chat Box at <https://bit.ly/3oraOMQ>
 - c. Total comment time will not exceed 21 minutes
 - d. Speakers will be called upon in order of request to speak
4. Update On Legal Matters (Attorney, Kim Seter)
5. Overview of Library Budget 2024-2027 and Interplay with BPL Master Plan 2018-2028 (David Farnan)
6. Discussion of Engagement of Consultants Needed for Support of IGA Negotiations (David Farnan)
7. Establish Subcommittees and Associated Procedures (Trustees Benita Duran and Joni Teter)
8. Webpage Updates (Jennifer Phares)
9. Trustee Matters

10. Adjournment

NEXT REGULAR MEETING: Tuesday, June 6, 2023 at 6:00 p.m.

Agenda Item 5

Overview of Library Budget and Master Plan

Agenda Item 5.a

2023 Approved Budget

City of Boulder
2023 Approved Budget - Library - Types
Download generated on 05/09/2023

Departments Filter Library

			2023 Budget
GRAND TOTAL	Type	Category	12,773,431
TOTAL	Personnel		8,527,913
	Personnel	Salaries:Standard Compensation	5,810,030
	Personnel	Benefits: Other	1,643,210
	Personnel	Benefits: PERA Retirement	826,767
	Personnel	Salaries: Temp Compensation	101,432
	Personnel	Benefits: Medicare	84,245
	Personnel	Other Personnel Expenses	62,228
TOTAL	Operating		2,481,186
	Operating	Misc Purchased Services	753,560
	Operating	Lib:DownloadableBks(Overdrive)	394,526
	Operating	Lib:Books / Ref. Subscr	362,300
	Operating	Materials: Miscellaneous	141,750
	Operating	Lib:Information Databases	137,300
	Operating	Gas & Electric	127,756
	Operating	Lib: Processing: Books	66,000
	Operating	Empl Training	59,478
	Operating	Courier Service Fees	59,070
	Operating	Materials: Equipment	39,000
	Operating	R&M: Computer Hardware	37,500
	Operating	Advertising	37,000
	Operating	Lib:DVDs	36,000
	Operating	Lib:Books on CD	30,000
	Operating	Copy Charges and Supplies	25,000
	Operating	Lib:Magazines/Newspapers	22,500
	Operating	General Office Supplies	19,594
	Operating	Misc Rentals & Leases	18,860
	Operating	Materials: Computer Hardware	18,693
	Operating	Materials: Computer Software	16,106
	Operating	Misc Consultant Services	10,055
	Operating	Lib:Inter:Library Loan	8,250
	Operating	Postage and Express Mail	7,000
	Operating	Machine & Equip Rentals/Leases	6,996
	Operating	Lib:Microform	6,111
	Operating	Telephone Service	6,000
	Operating	Cellular Phone Service	5,975
	Operating	R&M: Miscellaneous	5,000

	Operating	Lib:Processing: CDs	3,200
	Operating	Lib:CDs: Music	3,000
	Operating	Food: General City Business	3,000
	Operating	Food: City Board Meetings	3,000
	Operating	Lib:Carnegie Reference Material	2,600
	Operating	Board/Commission Eco Passes	2,600
	Operating	Credit Card Processing Fees	2,600
	Operating	Printing & Binding Fees	2,000
	Operating	Permit Fees	1,806
TOTAL	Capital		1,200,000
	Capital	Capital: Bldgs & Bldg Equip	1,200,000
TOTAL	Internal Services		564,332
	Internal Services	Computer Replacement Chgs	370,868
	Internal Services	Equipment Replacement Chgs	120,734
	Internal Services	Facility Energy Savings	68,323
	Internal Services	Telecom Charges	2,824
	Internal Services	Fleet Replacement Chgs	812
	Internal Services	Fleet Service Chgs	771

Notes

Lib:

Collection/Library Materials budget line item

R&M:

Repair and Maintenance

Internal Services

Allocated to the library and billed by other City Departments. It is **not** what is referred to as "Internal Cost Allocation"

Agenda Item 5.b

Master Plan and Funding for Master Plan Goals

2022 Funding Levels for Master Plan Goals

<https://boulderlibrary.org/about/2018-library-master-plan/>

	Under funded or Not funded	Maintain Services Levels	Address Community Demand	Service Expansion	Notes
MASTER PLAN GOALS					
PROGRAMS AND SERVICES (Pages 42 - 47)					
GOAL: Provide resources and facilities to encourage civil civic dialogue and create a forum of ideas to address local, regional and national issues.					
Review results of Living Room Conversations and report from the city’s Public Participation Working Group and work in collaboration with the city’s Neighborhood Liaison and Community Engagement Committee to develop pilot program.		x			Completed - 2019
Conduct pilot dialogues to test community interest in this program.		x			Completed - 2019
Engage community to capture timely issues for discussion from the surveys, program feedback, and current events.	Not				
Determine staff and training needs and partners to support this pilot program.	Not				
Increase or reallocate personnel and nonpersonnel budget for this program based upon community interest.	Not				
GOAL: Provide adequate resources to maintain highquality core programs and services with strong participation in the face of growing demand.					
Increase branch library and youth services personnel and non-personnel budget to address recent growth in demand.	Under				George Reynolds Branch Library [GRB] is underfunded due to 2020 personnel cuts.
GOAL: Provide uniform service levels at the Main Library and branch libraries by increasing hours and program offerings.					

Develop and implement a plan for the personnel budget to provide consistent open hours and program offerings within five years	Not	
GOAL: Provide adequate resources for library collections and their maintenance.		
Develop and implement a plan to incrementally increase the collection budget to reach \$14 per capita in 10 years.	Not	
Evaluate annually and adjust personnel budget to managed increased circulation of materials.	Not	
GOAL: Increase the community's awareness of library programs and services.		
Increase targeted marketing and social media communications to promote awareness of current programs and services.	Under	Marketing budget was reduced due to 2020 cuts.
Evaluate annually and adjust personnel budget to address increase in programs.	Under	
Engage a marketing consultant to assist with the development of a multi-year marketing plan with strategic goals that delineates budget resources necessary for implementation.	Not	
Implement plan and incrementally increase marketing budget to reach three-percent of the overall library operating budget.	Not	
GOAL: Activate the outside public spaces at each city-owned library facility.		
Develop a learning garden or urban farmers program with local partners on the grounds of city-owned library facilities.	Under	GOAL: Activate the outside public spaces at each city-owned library facility.
Develop and implement a strategy and funding plan that includes: goals for outside spaces that support the city's environmental sustainability goals; maintenance standards for grounds and equipment; and that identifies programs and potential partners. Identify and engage partners.	Not	
Identify and obtain grant funding.	Not	

GOAL: Activate the Canyon Theater and Gallery .			
Assess impact to the theater and gallery spaces by tracking requests, costs, and revenues.	Not		
Increase personnel and non-personnel budget to meet current demand for technical support during library programs and rentals.	Not		
Investigate options for funding a two-year pilot program to expand use of the Canyon Theater and Gallery by offering it for free to the community.	Not		
Identify capital funding resources needed to fully renovate the theater space and upgrade the furniture and equipment. Implement the two-year pilot concept plan. Identify and engage community partners and request personnel and non-personnel resources required. Partner with business and arts community members to conduct fundraising for improvements.	Not		
GOAL: Expand the library materials holds service for patrons.			
Evaluate use of the service annually and adjust for changes in the number of holds fulfilled.		x	Completed - 2019
Increase personnel and non-personnel budget to cover recent growth in demand.			x
Increase holds allowance on e-books.	Under		Ebook purchasing consortium may vote to increase holds. Without substantial funds, holds wait times would increase and not meet demand.
Increase personnel and non-personnel budget to expand the holds service.	Not		Addressed in 2019. holds allowance increased from 25 to 50. Courier budget is currently underfunded for 2022 and beyond.
GOAL: Expand maker program offerings.			

Reallocate some of the current BLDG61 Makerspace hours and resources to pilot maker programs at the branch libraries and out into the neighborhoods.	Not		Piloted in 2019; Discontinued before 2020 and not funded moving forward.
Change fixed-term creative technologist position to 1 full-time standard employee to		x	Completed - 2019
Evaluate branch library and eServices staffing levels to maintain program offerings that address community demand.	Under		Underfunded due to 2020 personnel cut and materials budget cut.
Increase personnel budget to maintain outreach programs.	Not		
Develop maker program expansion plan for one, three, and five- year time horizon.	Not		
GOAL: Expand makerspace facilities at the Main Library and branch libraries.			
Install and staff a makerspace in the North Boulder Branch Library.	Not		
Develop program, staffing and space expansion plan including spaces in new facilities.	Not		
Expansion in the Main Library is dependent upon the renovation feasibility study goal in the Facilities and Technology section.	Not		
Create a financial plan that identifies capital	Not		

Identify and engage community partners.	Not	
GOAL: Expand the variety of educational and cultural programs based upon community interest.		
Collaborate with tweens and teens to develop a wider variety of youth-focused programs.	x	Completed -2020
Increase personnel budget to engage partners and volunteers, and to assist with programs.		x Completed 2019
Expand opportunities for patrons to gain	Not	
MASTER PLAN GOALS		
FACILITIES & TECHNOLOGY (Pages 48 - 52)		
GOAL: Open a full-service branch library in north Boulder with hours that are consistent with other branch facilities and includes a makerspace.		
Engage community to inform the development of the program plan and select a location.		x Completed 2019-2020.
Create a financial plan that identifies capital	Under	
Identify and engage community partners.	Under	

GOAL: Provide sufficient devices and network bandwidth to accommodate user demand in current and new facilities and to manage technology resources to maximize purchasing power and quality.

Conduct a WiFi capacity analysis to ensure adequate access is available in current facilities and to plan for right-size system in new facilities.

x

Completed -2019

Expand WiFi infrastructure at select branch

Not

Obtain funding necessary to connect new North Boulder Branch Library to the city's network.

x

Upgrade to WiFi infrastructure to address demand.

x

GOAL: Provide mobile equipment, technology, and vehicles for outreach programs.

Acquire mobile equipment, technology, and vehicles and ongoing maintenance funding.	Not
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GOAL: Open a “corner library” in Gunbarrel.

Engage community to inform the development of the program plan	Not
Create a financial plan that identifies capital and operating funding sources.	Not
Identify location and engage community partners.	Not

GOAL: Create a technology plan that addresses equipment, web and app design and maintenance, associated staffing levels, and staff training and

Increase personnel budget to provide library-specific technology support to patrons and staff.	x	Completed -2019
Evaluate internet filtering to maintain compliance with federal law and eligibility for grant funding.	x	Completed -2019
Engage a consultant and coordinate with the city IT Department to conduct a technology analysis that includes recommendations for training and increasing the personnel budget to	x	Completed- 2020
Implement an incremental plan to fund personnel and non-personnel needs identified by the analysis.	Not	

GOAL: Improve cleanliness of library facilities.

Replace carpet, paint and furniture with quality materials, surface finishes and colors that are	Under	Regular replacement is not funded.
Establish ongoing funds for the replacement of	x	Completed - 2019
Implement an incremental plan to fund janitorial services and additional day porters to reach and maintain International Facilities Management Association standards within three years.	Not	
GOAL: Create a facility restoration plan for the Carnegie Library for Local History		
Create a facility restoration and funding plan for the Carnegie Library for Local History.	Not	Revised to be a comprehensive strategic plan.
Obtain funds to implement plan recommendations	Not	
GOAL: Acquire additional archival storage for Carnegie Library for Local History resources.		
Acquire archival-quality storage for historic	Under	Using one-time dedicated funds to do
GOAL: Build upon and update the library's 2009 Facilities Sustainability Plan by conducting several studies and analyses and supporting associated		
Support funding of the maintenance backlog for library facilities outlined in the Facilities and Asset Management Master Plan.	Not	
plan and funding strategies that include: • Systemwide facility enhancements to address changes with programs and service delivery • Carnegie Library for Local History restoration,	Not	Partly estimated in Baum Financial Analysis.
Reynolds Branch Library facility. Study should: •	Not	
Conduct a renovation feasibility study for the Main Library's north building to assess expanding the makerspace, renovating the theater for greater flexibility, and providing more space for partners.	Not	

identify resources needed to continue to meet City's Climate Commitment goals.	Not	
Conduct an audit of all facilities to identify issues with ADA compliance and where facilities don't meet CO library standards, and to identify opportunities to be inclusive to	Not	
install clear, consistent wayfinding signs and design elements in all facilities.	Under	Funded in 2021-2022 for Main.
Conduct an analysis of growth and distribution of library services in Boulder to develop a 20-year facilities build-out plan.	Not	
Identify opportunities to partner with City of Boulder Fire Department and other departments to co-manage facilities in new locations for the library (e.g. Fire Station 3 and the Transit Village area).	Not	
Assess the Meadows Branch Library location and options to relocate within the shopping center.	Not	
GOAL: Address safety/security in all facilities.		
Conduct an analysis of need and peak times to provide appropriate level of security personnel and equipment at all facilities.	Under	
Fund additional security personnel who are trained to de-escalate disruptive situations.	Under	
conduct.	x	Completed - 2019

Evaluate design and management options (e.g. time limits) to provide amicable and equitable use of space, such as: Main Library banquet seating, Main Library public restrooms, secluded windowfacing seating at the Main Library, Seeds Café. Devise standards for management of spaces that apply to all facilities.

Not

Conduct further analysis on cost and structure of contracting versus hiring employees for security services.

Not

**MASTER PLAN GOALS
BUILDING COMMUNITY & PARTNERSHIPS
(Pages 54-58)**

GOAL: Cultivate community awareness about how the library is a welcoming and inclusive public place for all and protects all patrons' first amendment rights and privacy.

~~Design and implement an engaging and~~
inclusive campaign (e.g. blog, newsletter, dialogues) on these topics (e.g. What the

X

Completed 2019

GOAL: Develop a strategic partnership plan that includes a policy definition, identifies community partners to provide programs that support

Promote community awareness of the benefit of current partnerships with the library with the goal of attracting other beneficial partners.

X

X

Reach out to potential partners to discuss needs and opportunities for partnering.

Develop strategic partnership plan that coordinates with the marketing plan (a goal in the Programs and Services section) and includes personnel and nonpersonnel support costs.		x	
Increase personnel and non-personnel budget according to the recommendations of the plan.	Not		
GOAL: Cultivate and engage the Library's teen advisory groups.			
Library leadership representatives meet with the Library's teen advisory groups to discuss their interest and opportunities for engaging teens in general.		x	
		x	
Library leadership solicit input and volunteerism from teens to present programs appealing to teens and younger children.			
teen advisory groups to gather feedback about		x	Addressed - 2020. Ongoing activity.
Library Commission extend an invitation to representative from each teen advisory group to attend Library Commission meetings.		x	
Provide resources and opportunities for group members to cultivate civic engagement and leadership skills related to library planning.	Not		
GOAL: Cultivate relationship with patrons who are experiencing homelessness.			

Engage a group of library patrons who are experiencing homelessness in a dialogue to: <ul style="list-style-type: none"> • learn how the library can better serve individuals who are homeless, • help to cultivate a more positive public perception of persons who are homeless or transient, and • get their input on supporting individuals to manage behavioral issues in the library. 	x		Addressed -2019
Library Commission and staff design a community dialogue to improve the	x		Addressed -2019
Partner with patrons from the dialogue group (above), colleagues from human services organizations, and local artists to create an educational exhibit, campaign, and/or programs about the human issue of homelessness.		x	Addressed - 2019
GOAL: Expand outreach to reach underserved communities.			
Develop an outreach plan that includes a policy definition of underserved communities, identifies and prioritizes strategies to expand outreach.	x		Completed - 2019
Strengthen relationships with Latinx community members		Under	
Continue to focus on recruiting new staff members in public service and outreach roles that are bilingual and/or bicultural.	X		Addressed -2021 Equity, Diversity, & Inclusion [EDI] committee work
Create a forum for Latinx community members to directly provide input on library programs.		Not	

Initiate an outreach campaign through the neighborhood branch libraries and youth services partners to share information about the library, identify needs, and gather input from Latinx community members about overcoming barriers to access.	Not		
		X	Library has partnerships with Boulder Housing Partners [BHP] and others and has delivered Science, Technology, Engineering, Arts, Making [STEAM] and early literacy programs directly at mobile home communities and other locations
Partner with agencies that serve the Latinx community to take library programs such as STEAM into the community.		X	With One Book One Boulder [OBOB] there has been an increased awareness and intentionality in increasing the diversity of perspectives offered with our program presenters.
Partner with agencies and community members to increase the number of culturally relevant programs at the library.			
GOAL: Expand the volunteer services program to leverage volunteer expertise to support daily operations, programs and engagement.			
Conduct an annual survey of volunteers to gather ideas and assess their satisfaction with the program.		x	
Transition the homebound delivery program to become volunteer-lead.		x	Completed -2020
Coordinate with city's Community Engagement Team to develop opportunities for volunteer engagement.		x	
Create a volunteer advisory group to gather input on the program, appreciation and acknowledgement, and the annual survey	Not		

Not

Engage volunteers and partners to conduct fundraising for making modest improvements to the Canyon Theater prior to implementation of the twoyear pilot Canyon Theater and Gallery rental program.

Engage volunteers and partners to supplement staffing for the Canyon Theater and Gallery rental program.

Not

GOAL: Host an annual literacy-focused festival.

Identify and engage partners.

x

Identify and obtain funding primarily through grants and donations.

Under

Partly supported by BLF funding.

MASTER PLAN GOALS

ORGANIZATIONAL READINESS (Pages 61-62)

GOAL: Staff recruitment, training and development to maintain service excellence.

Provide facilitation training so that staff may moderate community dialogue.

Increase the temporary personnel budget to accommodate regular meeting time for staff to cross train and participate in team building.

x

Addressed in 2019.

Provide basic workplace safety and de-escalation training to staff.

x

Addressed in 2019.

Recruit staff members that are fluent in Spanish or are bicultural to reflect the diversity of Boulder's population.

x

Addressed -2021 Equity, Diversity, & Inclusion [EDI] committee work

Provide opportunities for current staff members to gain Spanish language skills to better serve Spanish-speaking patrons through the tuition reimbursement program.		x	Addressed - 2020
Implement 1-2 technology training recommendations from the Technology Plan (a goal in the Facilities and Technology section).	Not		
GOAL: Review policies and planning documents.			
Conduct a review of library policies that have not been updated in three years.		x	
Conduct evaluation of progress toward meeting Master Plan objectives and adjust goals and objectives as needed.		x	
Update the 2018 Library Master Plan goals,	Not		
		x	Addressed - 2019

Provide quarterly library use statistics on the website.

Here Endth the 2018 Library Master Plan Goals!

2018-28 Library Master Plan Goals, District Infrastructure, and Estimated Costs

Master Plan Goals

- Restoration of Hours and Services to Pre-Pandemic Levels*
- Assume operational costs from Foundation funding [Programs, BLDG61, Carnegie]**
- North Boulder Library Branch
- Maintain library facilities
- Increased Safety and Security
- Gunbarrel Library
- Outreach to underserved communities
- Increase resources for collections [books, audios, movies, etc.]
- Activate Canyon Theater
- Carnegie Library for Local History restoration
- Expand programs [literacy, maker, educational]
- Increased marketing of services

District Requirements

- Administrative Services & Software [HR, Payroll, Finance, Legal, Insurance]
- Facilities Services & Maintenance
- IT / Network Services
- Marketing, Communications and Engagement Services
- Reserve Funds [Capital, General Reserve]

Estimated Costs of Services 2024 and beyond

Restore Hours and Services system wide [public service, branches, Resource services, BLDG61, Carnegie, programming

- Estimated annual operating costs **\$700K-\$1.2million**

NoBo Branch Library

- Estimate annual operating costs [**funded 2023**]
- Capital for completing building with green energy elements [solar panels], maker space, site work connecting plaza, etc. Note: We did receive a \$700K grant to complete the playground. **\$2 million**

Facilities Capital and Maintenance

- Address deferred maintenance annually over 15 years **\$1 million**
- Utilities **\$2-300K annually**
- Capital reserve fund **\$ await Board Direction and Strategic Plan.**
- Annual operating expenses **\$3-500K annually**

Increased Safety and Security **Funded 2023**

Gunbarrel Library [lease or own?]

- Capital
 - Own **\$1-3 million** [for building and remodel to meet library needs]
 - Rent [\$50-99K annually + \$500K-\$1M remodel]
- Annual Operating **\$600 thousand**

Expand literacy and cultural outreach program to underserved communities.

- **Partially funded 2023**

Carnegie Library Facility & Staffing Improvements

- Capital **\$1 -2 million?**
- Lease of Storage space **[\$?]**
- Annual Operating **\$200 thousand**

Activation of the Canyon Theater

- Capital **\$1 million?**
- Annual Operating **\$200 thousand**

Administrative Services and staffing

- Ongoing operating costs **\$300-500K**
- Software and Maintenance **\$2-300K**

IT infrastructure and staffing

- Ongoing operating costs **\$300-500K**
- Software and Maintenance **\$2-300K**

Marketing, Communications and Engagement

- Ongoing operating costs **\$2-300K?**

Reserve Fund

- *Library Districts are required by statute to carry **3% reserve funding**.*
- We currently have programmed 20% because that matches the City of Boulder reserve. Best practices, would be that District maintain **15% reserve**. Ultimately we will seek Board of Trustee guidance.

*not technically a Master Plan objective, but included after 2020 Pandemic cuts

**Boulder Library Foundation has increasingly picked up ongoing operating expenses of the library over the years. They have consistently funded programming costs for more than a decade, and at various times funded Boulder Reads, Maria Rogers Oral History Program, etc. As a result of the pandemic cuts they assumed additional staffing costs for BLDG61 and Carnegie. That funding will be taken over by the Library District in 2024.

Agenda Item #7 Subcommittee Proposal

The Executive Team recommends the following organizational structure for the Board of Trustees over the next 6-9 months, as we work through start up, negotiating the IGA and transition matters.

Executive Team

President, Vice President & Director

Meets between Board meetings to advance the organization's work, including agenda planning.

Works closely with legal counsel on agendas and start up matters.

Represents the Board to external parties.

Secretary/Treasurer

Manages Board meeting minutes

Works with the Director and legal counsel to set up the District financial structure (bank account, etc.)

Develops an interim record keeping policy

Recommended Ad Hoc committees

Trustees may serve on more than one subcommittee, but no more than 2 trustees should serve on any one subcommittee. The Director may sit on all subcommittees. Subcommittees serve as advisors to the full Board by delving deeply into matters within their bailiwick, then making recommendations to the full Board. Subcommittees should keep a summary record of discussions, shared with the Secretary/Treasurer.

Chris Meschuk and David Farnan have created an inventory of information that the Board will need to master in order to negotiate the IGA and manage the transition. (See Agenda Item 7-2.) Information will be provided through presentations by city and library staff (with support from consultants in some areas) along with supporting documentation. We have also attached slides from the LDAC process that provide more context for many of these information items (Agenda Item 7-3, LDAC & staff recommendations on transition details.)

The Executive Team recommends that the most efficient way to eat this elephant is for most presentations to be made to the relevant subcommittees, rather than the full Board. The inventory of information included in this packet includes our recommendations on which information items should be assigned to each subcommittee.

Non Trustees serving on Subcommittees

At this time, we recommend that the Board NOT pursue a broad call for volunteers to serve on subcommittees. We think this is a good idea for the Board to pursue once the District is established and transition is complete, possibly in collaboration with the

library's volunteer team. At this time, the Board may appoint individuals who are knowledgeable about the IGA and transition process and who bring specific skillsets as advisors to the Board, either individually by serving on a subcommittee with trustees in an advisory role.

Subcommittee membership

We've captured the initial expressions of interest in subcommittee assignments made in our initial conversation during the May 23rd meeting. We should finalize assignments in our May 30th meeting.

Budget & Finance Subcommittee - Sylvia & Sam

Transition Focus

Support the Library Director in preparing the 2024 BPLD budget

Work with the Director and financial consultant to analyze information and scenarios

IGA Focus (categories from the inventory of information)

Contracts, Agreements & MOUs

Finances

Staffing Subcommittee - Sam, Sylvia, Cara & Jenn

Transition Focus

Work with the Director and HR contractor in developing the employment & benefits package for library staff

Work with the City to develop appropriate communication channels with library staff for the Board of Trustees

IGA Focus (categories from the inventory of information)

Personnel

Facilities Subcommittee - Doug & Joni

Transition Focus

Work with the Director (and consultant?) to develop cost estimates for capital maintenance and priorities

IGA Focus (categories from the inventory of information)

Facilities

Bylaws & Governance Subcommittee - Sylvia, Cara & Joni

Transition Focus

Work with the Director and legal counsel to develop:

- Financial policy to support Director work in purchasing and hiring (by 6/13)

- Interim bylaws (by 6/13?)

- Additional policies as needed

Communications Subcommittee - Benita, Cara & Jenn

Transition Focus

Develop a scope of work for a communications consultant to develop a communication plan for the transition

IGA Subcommittee - Benita & Cara

IGA Focus

Track the issues for each section of the IGA and provide a big picture focus by confirming clarity, accuracy and overall comprehensiveness in the IGA

Agenda item #7-2

Inventory of information for library district

	Library	City	Consultant
Staffing Subcommittee			
Personnel			
Overview of Library Staffing and personnel, including contract labor (subs)	X		
Library FTE count	X	X	
List and description of all employee benefits		X	
Impact of Boulder Municipal Employees Association (BMEA) union contract on BPL employees	X	X	
Current estimated PERA liability for library positions		X	
Total hours and cost of accrued vacation leave for library employees [total aggregate hours and value + itemized per individual employee]	X		
Total hours and cost ; accrued sick leave [aggregate total hours + cost + itemized per individual employee?]	X		
Estimated cost of insurance i.e. employees [workers comp, FMLA, short term disability, long term disability]		X	
Facilities Subcommittee			
Facilities			
Overview of Library Facilities	X	X	X
Inventory of buildings/land + value	X	X	X
2009 Facilities Plan			
Overview and cost of routine annual maintenance for buildings/grounds: breakdown for parking lots, play		X	
Estimated cost of building insurance		X	X
List of outstanding deferred facilities maintenance/upcoming major projects	X	X	X
Current cost of utilities		X	
Current lease agreements for buildings {Meadows and Nobo Corner}	X		
Current Common Area Maintenance charges [Meadows and Nobo Corner]	X		
Estimated costs for custodial costs and dayporter (does routine maintenance, shared with other city departments through facilities)	X		
Carnegie library strategic plan (archive space)	X		
Budget & Finance Subcommittee			
Contracts, Agreements, MOUs			
Current inventory of contracts and value [mostly covered in specific items below specifically IT, but there may be others.	X	X	

Current inventory of Memorandums of Understanding, including Carnegie MOUs	X	X	
Current cost; security contract	X		
Library specific assets			
Current inventory and estimated value; collection	X	X	
Art	X		
Finances			
current gift and grant value	X	X	
average annual value of gifts and grants & update on BLF change in mission: capital fundraising vs. program grant making	X		
Current fund balances	X	X	
current cost miscellaneous Non-Personnel expenses [furniture replacement, supplies, etc]	X		
most recent internal cost allocation cost per miscellaneous depts: Comms, Finance, HR, Legal, etc, including overview of formulas used		X	
Full Board			
Strategic Plans			
2018 Library Master Plan			
Finances			
Overview of Library finances and budget	X	X	X
Technology			
Overview of Library related technology	X	X	X
Overview of city network technology in library facilities: Broadband hub, city servers	X	X	X
Library wifi hubs	X	X	X
Current inventory and costs of IT equipment, and contracts for ILS, library related software.	X	X	X

Employee Transition & Contract for Services

For the first year after a successful TABOR election:

- The City's library employees will continue receiving support from HR, IT, Payroll & Finance.
- The Library District will establish HR, IT, Payroll, Finance systems/services.

The beginning of second year:

- The City's library employees become library district employees.
- The library district will reimburse the City for those services received by employees during the first year.
- Accrued vacation shall be paid in accordance with the City Manager Vacation Leave Policy (Management/Non-union Employees) or the BMEA* contract, as applicable.
- For any BMEA employee who chooses not to be hired by the library district, they are eligible to apply for open city positions with all considerations set forth in the current BMEA contract applicable for two years.
- City HR recommends that the Library District consider building a robust short term disability benefit to replace sick hours accrued during city employment.

*Boulder Municipal Employee Association

IT Transition & Contract for Services

IT Services Staff Recommendation:

- The library district sets up its own enterprise software systems (i.e. email, website, HR/payroll & finance)
- The library district becomes a partner in the BRAN* network & supports/maintains the network assets currently housed within library facilities. The % of library responsibility needs to be determined so the library district may apply for relevant Federal reimbursement.

Reasons:

- Library facilities currently serve as connectivity hubs for the city.
- Initial design of the enterprise software and network was not set up for easy transition.
- Neither entity has to (re)build fiber network .
- Separate systems support strong cybersecurity.

*Boulder Research and Administrative Network - a fiber optic network that interconnects the participating organizations

Financing Transition & Contract for Services

- During 2023, the City will loan funding for the first year of library services.
- By April of 2024, the library district would have collected property tax revenues for a full year.
- Payback by the library district for services & operations will be a phased approach so the library district may build reserve. City staff recommend the library district obtain legal consultation about the reserve required.
- City staff is researching the cost of the recommended insurance coverage (including cyber security) that the library district will need. This cost may impact the mill rate required.

Staff Recommendation: Other Library Assets

A. Any remaining monetary assets collected for the library transfer to the library district.

	October 2021 Approximate Balances
Grants Library Fund - Used to fund programs annually	\$290,099
.333 mill property tax revenues Library Fund – Used to fund the library collection annually	\$1,327,776
Blystat-Laesar House Fund General Fund - Restricted for use by Carnegie Library for Local History	\$246,591
Gifts & Donations Library Fund	\$269,699
Facilities Replacement & Renewal (FRR) Contributed from the Library Fund prior to 2019	\$361,609
Old Library Fund Reserve	\$670,921
Development Excise Tax Revenues Collected for the Library Used for one-time capital attributable to growth	\$0
Impact Fees Collected for the Library Used for one-time capital attributable to growth	\$0

Staff Recommendation: Other Library Assets

- B. Ancillary property such as furniture, computers & equipment, library collections, etc. transfers to the library district.
- C. As determined by an inventory conducted by the Office of Arts and Culture, artwork:
 - obtained by the Library would transfer to the Library District
 - obtained by the City/Arts Department would remain City Property
 - of unknown origin would remain City Property
- B. Library District and City create a Memorandum of Understanding regarding the disposal of local history collections held at Carnegie Library for Local History and the transfer collections agreements with other parties (i.e. Museum of Boulder – Boulder Historical Society Collection and Boulder Daily Camera archives).
- C. Transfer or discontinuation of software licenses, business contracts, library-related MOUs or partnership agreements, leases of equipment or lease of space to the City will be addressed in negotiations between the City and the Library District not in the IGA.

Agenda Item #10
BPLD Advance Agenda Planning
5/25/2023

All meetings will be held in the Main Library Canyon meeting room except where otherwise noted.

A light dinner will be available beginning ~ 45 minutes before the meeting start time.

5/30/2023 5-8 pm

1. Call to Order
2. Declaration of Quorum
3. Public Comment - in person or <https://bit.ly/3oraOMQ>
4. Updates from Legal Counsel (Kim Seter)
5. Overview of library budget 2024-2027 & and interplay with BPL Master Plan 2018-2028 - David (packet materials)
6. Discuss consultants needed to set up the district and support IGA negotiations - David
7. Establish subcommittee & associated procedures - Benita & Joni
8. Update on webpage - Jennifer Phares
9. Trustee matters
10. Adjournment

[Can the webpage serve as the document repository for meeting materials for now?](#)

6/6/2023 5-8 pm

1. Call to Order
2. Declaration of Quorum
3. Public Comment - in person or <https://bit.ly/3oraOMQ>
4. Updates from Legal Counsel (Kim Seter)
5. Insurance matters (board liability) - Kim
6. Review contract to retain Library Director - Kim
7. Review legal agreement with City of Boulder on Director roles and the parties' access to City of Boulder employees (including library staff) to work on transition matters - Kim
8. Trustee Matters
9. Adjournment

6/13/2023 5-8 pm

1. Call to Order
2. Declaration of Quorum
3. Public Comment - in person or <https://bit.ly/3oraOMQ>
4. Adopt financial policy to support hiring consultants and contractors - Governance Subcommittee
 - Do we also need Board policy on signing checks? How much is the Board involved in payments (beyond oversight), since purchasing is delegated to the director?
5. Execute any Board level approvals needed to set up banking and enable Director to hire contractors - Kim
6. Other legal requirements to get started? - Kim
7. Board approval of Director contract - Kim
8. Board approval of legal agreement with the City - Kim
9. Review and adopt bylaws - Governance subcommittee?
10. Review and adopt Trustee handbook (based on BPL Commission handbook) - Governance subcommittee?
11. Trustee Matters
12. Adjournment

6/20/2023 (2 hours)

CO State library Trustee orientation

6/27/2023 (4 hours? 4-8 or 5-9 pm)

Hold for subcommittee meetings (1 hour slot per subcommittee)

Staff presentations on transition matters?

No meeting July 4th week

07/11/2023 (2 hours)

Approve consultants for HR & IT?

Timeline for build out of HR and IT systems?

07/18/2023 (2 hours)

Presentation by BPL staff of 2018-2028 BPL Master Plan

Late July:

Executive session to develop IGA negotiation strategy

Begin IGA negotiations

Develop communication systems (Benita: date TBD)

August: August 1st and August 8th meetings will be at the Meadows Branch Library Meeting Room.

Adopt existing 2018-2028 BPL Master Plan

IGA negotiations: report on progress at Board meetings

Develop HR systems (subcommittee)

September

IGA negotiations: report on progress at Board meetings

Draft IGA complete

Board review of staff feedback on employment & benefits package

October

Budget presentation, Board adopt 2024 budget

Board approve staffing and employment package for 2024

Board approve interim or full staff/buildings and “stuff” in IGA

Finalize IGA

City Council approval of City IGA

BOCC approval of County IGA

November

Strategic planning study session/presentation